

RECORD INQUIRY & SEARCH REQUEST FORM

NOTE: To assist with your request please complete this form. All fees must be paid prior to search unless a charge account has been established by calling (605) 773-4874. Searches will be done as timely as possible to maintain proper service for everyone. A self-addressed stamped envelope is requested if results are to be returned by mail.

Requested by: _____	Name/Agency _____			UJS Charge Acct. # (if issued) _____		Fax Results _____ (*see fax fee note below)
	Address _____		City _____	State _____	Zip Code _____	Mail Results _____
	Telephone # _____		Fax # (if available) _____		E-mail address (if available) _____	

Search the following area marked:

Record Searches or Inquiries. *Please select from the following record search types:*

- ☐ **Statewide Criminal** (criminal court data post-1989) and/or
- ☐ **Statewide Civil** (money judgments and all other civil court data post-2003) - \$15.⁰⁰
- ☐ **File retrieval** - \$15.⁰⁰ (if no docket # provided below) or **No charge** (if docket # provided)
- ☐ **Statewide Civil Money Judgment Only Search** (Fee of \$4.⁰⁰ per name/date range search and \$1.⁰⁰ per copy of each judgment docket card. A wildcard (*) may be used to broaden a name search.)
Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.
- ☐ **County Specific Criminal Record Search** (criminal court data pre-1989) – \$15.⁰⁰
- ☐ **County Specific Civil Record Search** (civil court data pre-2003) – \$15.⁰⁰
County specific searches must be requested through county of original court action.
- ☐ **Search** - \$5.⁰⁰ (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action *(including bankruptcy actions)*).
- ☐ **Probate Inquiry (No charge)** _____ Yes _____ No (clerk use only)
- ☐ **Probate Search** - \$15.⁰⁰ (if no docket # provided below)

Please conduct a record search on the following name *(the above fees apply to each individual name search):*

Last Name, First, Middle

DOB

SS#, DL# or Docket #
(for verification only)

(Attach additional sheet if more space is needed)

***Fax Fee Note:** An additional \$2.00 fee per document is required for certified copies and an additional \$1.00 per page faxing fee (minimum fee of \$5) is required to a non-toll free fax number.

Request for Waiver of Fees

I hereby certify I meet one of the following exemptions and am not required to pay a fee:

- No fee:**
- ☐ I am a party (including legal representative of party) named in the South Dakota action(s) or South Dakota case file(s) that I am requesting access to.
 - ☐ A qualified agency:
 - ☐ State of South Dakota, its officers, boards, agencies, commissions, or political subdivisions, in any action or proceeding commenced by the State of South Dakota or its political sub-divisions. _____ Agency
 - ☐ Officers, boards, agencies or commissions of the federal government or a foreign state, including Indian tribes, in any action or proceeding commenced by the state of South Dakota or its political subdivisions. _____ Agency
 - ☐ Any federal agency having law enforcement or investigatory duties under federal law and presenting a valid ORI with the request for information. Federal law enforcement and investigatory agencies with ORI numbers include, but are not limited to:
 - FBI
 - Bureau of Alcohol, Tobacco and Firearms
 - Secret Service
 - Military Investigative Services
- ORI #** _____

Under penalty of law, I hereby certify the information provided on the Request for Waiver to be true and correct.

Signature

Date